

## Rubric for Excel Assignment:

4.0	<p><b>Content:</b> The document is complete and meets the requirements specified in the assignment and checklist.</p> <p><b>Data</b> – The data is accurate as assigned and is representative of the assigned readings.</p> <p><b>Charts-</b> The charts are all filled in with the appropriate information.</p> <p><b>Formatting-</b> Data such as percentage, kilometers, etc. is correct.</p> <p><b>Name/Title/:</b> Name is in the “name box” and Title is appropriate and correct.</p> <p><b>Graphs-</b> Graphs are constructed correctly with correct titles, labels, and legends.</p> <p><b>Color-</b> Color schemes are well put together.</p>
3.5	<p><b>Content:</b> The document is complete and substantially meets the requirements of the assignment and checklist, but there are <u>one or two errors</u> noted in the following categories</p> <p><b>Data</b> – The data is accurate as assigned and is representative of the assigned readings.</p> <p><b>Charts-</b> The charts are all filled in with the appropriate information.</p> <p><b>Formatting-</b> Data such as percentage, kilometers, etc. is correct.</p> <p><b>Name/Title/:</b> Name is in the “name box” and Title is appropriate and correct.</p> <p><b>Graphs-</b> Graphs are constructed correctly with correct titles, labels, and legends.</p> <p><b>Color-</b> Color schemes are well put together.</p>
3.0	<p><b>Content:</b> The document is <u>almost complete</u> and almost meets the requirements of the assignment and checklist, but there are <u>two or three errors</u> noted in the following categories</p> <p><b>Data</b> – The data is accurate as assigned and is representative of the assigned readings.</p> <p><b>Charts-</b> The charts are all filled in with the appropriate information.</p> <p><b>Formatting-</b> Data such as percentage, kilometers, etc. is correct.</p> <p><b>Name/Title/:</b> Name is in the “name box” and Title is appropriate and correct.</p> <p><b>Graphs-</b> Graphs are constructed correctly with correct titles, labels, and legends.</p> <p><b>Color-</b> Color schemes are well put together.</p>
2.0	<p><b>Content:</b> The document is <u>not complete</u> and only partially meets the requirements of the assignment and checklist. There are major defects in one or two of the following categories. Overall, this is “half” of what was expected.</p> <p><b>Data</b> – The data is accurate as assigned and is representative of the assigned readings.</p> <p><b>Charts-</b> The charts are all filled in with the appropriate information.</p> <p><b>Formatting-</b> Data such as percentage, kilometers, etc. is correct.</p> <p><b>Name/Title/:</b> Name is in the “name box” and Title is appropriate and correct.</p> <p><b>Graphs-</b> Graphs are constructed correctly with correct titles, labels, and legends.</p> <p><b>Color-</b> Color schemes are well put together.</p>
1.0	<p><b>Content:</b> The document is <u>not complete</u> and fails to meet the requirements of the assignment and checklist. There are major defects in most of the following categories. Overall, this work is substantially below the expected level.</p>
0.0	<p><b>Content:</b> Document is missing (e.g., student was unable to do the work) or so seriously flawed as to be unrecognizable as a completed response to the assignment.</p>